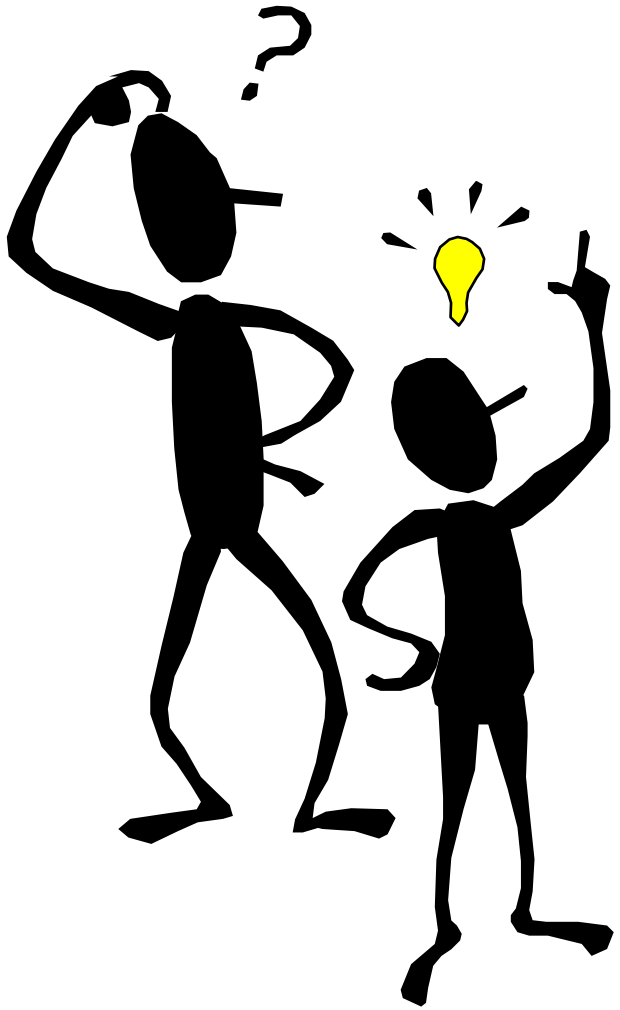
MANAGING A Civilian Workforce

Topics of Discussion

- Civilian Personnel Functions
- Tools for Supervisors
- Types of Leave
- Appraisals and Awards
- Disciplinary Process
- Web Sites

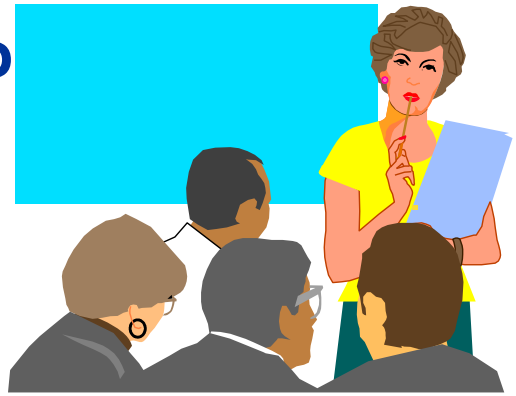


Human Resources Management Civilian Personnel Responsibilities

- Civilian Personnel and SES Policy (N1M)
- Secretariat Headquarters Human Resources Office (S/HHRO)
- Human Resources Service Center (HRSC)

Supervisor Tools

- N1M (for Policy) and SH/HRO (for execution)
- Description of duties (pd)
- Hours of duty/Leave record/balance
- Individual Development P
- Performance Appraisal



Types of Leave

- Annual - requested in advance w/ SF-71
- Sick- requested in advance when possible. If requested same day, follow up w/SF-71
- Family Friendly
- Leave Without Pay- Approved by mgmt
- Absence Without Leave – unauthorized and may lead to disciplinary action
- Military
- Administrative

Accrual Of Leave

	Accrual	Length of service	Total Days 1 yr
Annual Leave -	4 hrs	Less than 3 yrs	13
	6 hrs	3 but less than 15	20
	8 hrs	15 or more years	26

Sick Leave - 4 hrs. Is not effected by length of service.

240 hrs of annual leave can be carried over year to year.

Performance Appraisal **NSPS

- GS-1 through GS-12
- cycle ends 30 September
- GS-13 through GS-15
- cycle ends 30 June
- Senior Executive Service
- cycle ends 30 June
- **NSPS will change performance/pay.
- Automated Appraisal
- http://neds.nebt.daps.mil/

Types of Recognition

MONETARY AWARDS

On-the-Spot - outside normal duties ($50.00 - $750.00)

Special Act - Outside of normal job duties

Performance - Outstanding job performance

Time-Off - based on contribution

Quality Salary Increase (QSIs) - based on rating of record

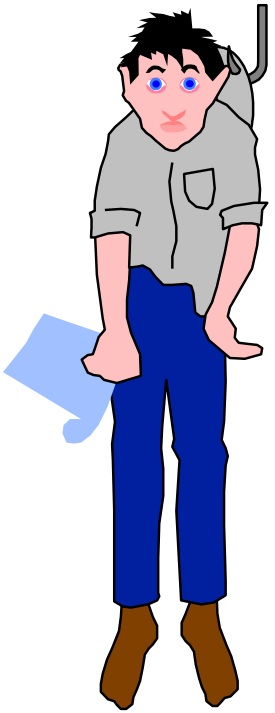
HONORARY AWARDS

Letters of Appreciation

Civilian Service Awards (Meritorious, Superior,

Disciplinary Action

- Letter of Caution
- Letter of Reprimand
- Suspension
- Removal



Web Sites

- **www.opm.gov**
- **www.donhr.navy.mil**
- **www.hq.navy.mil/shhro/**
- **http://neds.nebt.daps.mil/**
- **http://www.dfas.mil**
- **http://www.defenselink.mil**
- **http://safetynet.doleta.gov**
- **http://www.law.vill.edu/Fed-Agency**